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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

**NPR 3713.3**  
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October 06, 2009  
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## **Subject: Anti-Harassment Procedures**

**Responsible Office: Office of Diversity and Equal Opportunity**

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## **Appendix A. Definitions**

A.1 Harassing Conduct. For the purposes of this NPR, harassing conduct is defined as any unwelcome conduct, verbal or physical, based on an individual's race, color, gender, national origin, religion, age, disability, sexual orientation, status as a parent, genetic information, or gender identity, or retaliation for making reports or allegations of harassment or providing information related to such allegations when: (1) the behavior can reasonably be considered to adversely affect the work environment or (2) an employment decision affecting the employee is based upon the employee's acceptance or rejection of such conduct.

A.2 Fact Finder. A person designated to investigate allegations of harassment, make findings of fact, and write a Fact-Finding Report. The Fact Finder shall not be subordinate to any official involved in the matter being investigated.

A.3 Fact-Finding. Information gathered regarding allegations of harassment. The extent of the fact-finding will vary based on the circumstances of the alleged harassing conduct.

A.4 Fact-Finding Report. A written report prepared by the Fact Finder. The information contained in the Fact-Finding Report will include a summary of all investigative steps taken and evidence gathered. The report will be provided to the Center Anti-Harassment Coordinator and will be kept in the Center Anti-Harassment Coordinator's case file.

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